

**Milford Water/Wastewater Commissioners’
Meeting Minutes
August 2, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner
David Boucher, Director
Dave Bosquet, Videographer

Call to Order

Chairman Courage called the meeting to order at 6:08 p.m. Commissioner White arrived during the discussion portion of this meeting.

Press and Public Comments – None

Appointments – None

Decisions/Approvals

Approval of Meeting Minutes – Vice-Chairman Putnam motioned to accept the meeting minutes of July 19, 2016 as presented. Chairman Courage seconded. All voted in favor. Motion passed 2/0.

Water Users Fee/Tax Collector’s Warrant – Chairman Courage and Vice-Chairman Putnam signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the July 2016 Bill Commitment 160729 in the amount of \$115,980.49 and for the July 2016 Final Bills issued in the amount of \$3,316.29.

Sewer Users Fee/Tax Collector’s Warrant – Chairman Courage and Vice-Chairman Putnam signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the July 2016 Bill Commitment 160729 in the amount of \$146,201.56 and for the July 2016 Final Bills issued in the amount of \$4,099.63.

Water/Sewer Abatement Request – 33 Putnam Street – As a result of two water meters incorrectly plumbed and the ensuing double billing for Units A and C at this customer’s property, and based upon the recommendation of the Account Clerk and Director Boucher, Vice-Chairman Putnam motioned to approve the abatement request as presented for 8,880 cubic feet of water usage in the amount of \$568.08. Chairman Courage seconded the motion. Motion passed 2/0. Director Boucher addressed the commissioners’ inquiries. Mr. Boucher and the Water Department Foreman had visited the property to investigate the high water usage complaint following the plumber’s work to split the tenant’s water meters. The amount of the total abatement for two water meters is \$866.64 and \$568.08 is the amount of the total abatement refund, given that the landlord will purchase the two tenant water meters already installed (and may monitor tenant water usage). Going forward, the Water Utilities technicians will read just one main water meter for this account, and will reclaim the two (tenant) meter interface units. Vice-Chairman Putnam confirmed with Director Boucher that readings for the two tenant water meters equal

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the first, billed water meter. Vice-Chairman Putnam amended the earlier motion to approve the abatement request as presented and recommended by the Account Clerk and Director Boucher for 8,880 cubic feet of water usage in the amount of \$866.64, the total refund being \$568.08. Chairman Courage seconded the motion. Motion passed 2/0.

Discussion/Information Items

HVAC Project Update – Commissioner White joined this evening’s meeting and participated in discussion of the HVAC project. Mr. Boucher noted that the J. Lawrence Hall crew was working on the HVAC punch list and that August 9th will be the completion date. Mr. Putnam inquired of the valves.

Ultra-Violet Disinfection Project Update – Mr. Boucher apprised the commissioners of the progress made since mid-July. Parts are on order and exploratory digging took place. Pipe will be laid next week. Compaction tests will follow. Commissioner Courage noted pipe must be installed as indicated on the plans. Mr. Boucher pointed out that installing fewer couplings will not require a change order. Mr. White inquired whether the project is on target. Mr. Boucher noted that September 8th is the substantial completion deadline with October 8th being the final completion date.

2016 Odd/Even Day Lawn Watering Conservation Program - Update – Mr. Boucher explained the means by which information has been disseminated on Milford’s new water lawing conservation program: NH DES, Pennichuck website, and commented that Mr. Mike McInerney, Media Director, posted the details on Milford’s Peg Access channel in a fine manner. He distributed photographs indicating the information. Labeled flyers will be mailed to customers by August 11th. He will email updated water usage and rainfall details to the commissioners.

2016 Director Goals – The updated status of 2016 established goals for Quarters 1 – 4 were distributed to the commissioners. Ongoing well exploration test activities will allow for future master rate study discussions. A progress meeting regarding the South Street construction project is tentatively scheduled for Monday morning. Mr. Putnam commented favorably on the quantity of Directors’ goals accomplished to date.

Activities & Miscellaneous Project Updates – The commissioners reviewed the activities report. Mr. Boucher addressed the commissioners’ inquiries. The West Elm and Mont Vernon Street/North River Road projects continue to be inspected frequently by both the water and sewer foremen. Water main parts will be delivered on-site next week. The gas line installation will follow. New manhole structures on the north side of Mont Vernon Street are being coordinated. Many comments have been received regarding desired road condition improvements through grading by the developer.

RSA 91-A:3, II(d) Land At 6:40 p.m., Vice-Chairman Putnam motioned to enter into non-public session for the purpose of discussing land. Chairman Courage seconded the motion. All voted in favor. At 6:58 p.m., Mr. Putnam made the motion to exit the non-public session to return to the public meeting session, with Chairman Courage seconding the motion. All voted in favor. No announcements were made.

Future Appointments/Meetings: Tuesday, August 16, 2016 at 6:00 p.m. The Commissioners’ meeting will be held at the Water Utilities Department, 564 Nashua Street.

Adjournment: At 6:59 p.m. Chairman Courage made the motion to adjourn the meeting, seconded by Vice-Chairman Putnam. All voted in favor.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date